

Report for Week Ending 26 March 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

(1) Completed 30 actions requiring the printing of 623,666 copies or sets of blank forms. This represents a decrease of 8 actions and an increase of 103,966 copies compared to last week.

✓ (2) One new and five revised forms were approved.

✓ (3) Nine forms were made obsolete.

b. Intangible

25X1A5a1

(1)

25X1A6a

25X1A9a

(2)

25X1A9a

25X1A8a

25X1A9a

25X1A8a

(3) Revised specifications have been developed for the Ditto Master Set Dispatch Form and its continuation sheet. The new set will consist of a light weight white bond original suitable for microfilming plus the ditto master unit. Coordination with [REDACTED] and [REDACTED] has been completed. Office of Logistics now has the job for procurement.

FOIAb3b

(4)

✓ (5) Form 240, "Courier Receipt and Log Record", has been received and rejected because of failure to meet specifications. GPO is re-doing the complete job at no cost to the Agency.

✓ (6) Forms 1138 and 1138a "Chain Envelope" have been received and were also rejected because of failure on the part of the manufacture in complying with our specifications.

2. Assignments - Active

- a. Progress continues to be made in developing a compatible Information Report Form for Army. Only one or two items now still stand in the way of complete agreement.
- b. A revised Personal History Statement is being worked on. We will send it to the printer soon.
- ✓ c. There are now 26 new and 14 revised forms pending.
- d. The Forms Survey in PSD is continuing. To date, 15 approved forms have been printed and distributed for use. Certain phases of this survey are presently held in abeyance because of the cost accounting survey in progress, at the [REDACTED] and the backlog of NIS's at the [REDACTED]

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- d. In connection with the pending revision of the "Travel Order", Form No. 540, Mr. [REDACTED] has:

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- ✓ (1) Conferred with Deputy Chief, Financial Accounting Staff, Office of the Comptroller and obtained additional travel statistics. Also, discussed report that they prepare for the DD/S, DD/P, and DD/I relative to TDY travel. The report is submitted annually but is prepared on a quarterly basis. The Comptroller submits considerable narrative information pointing toward the causes of increases and decreases in TDY travel. The data furnished the DD/P and DD/I is in chart form only. Discussed procedures carried out in the Machine Room to provide FAS/Office of Comptroller with the raw data for the report.
- (2) Met with [REDACTED], O&M Staff re: data they have requested on travel orders from DD/P components. The travel question was one part of an overall questionnaire which has not been received as yet. They expect to receive all completed answers in about a week. Reviewed statistical data obtained from the Comptroller with [REDACTED]
- (3) Continued sessions with the Finance Chief in Central Processing. Other sessions will be covered with him and they must meet with other Section Chiefs in CPB.
- (4) Had a meeting with a former Chief of CPB, now located in one of the Area divisions. He has many good ideas relative to improved travel procedures and more centralized control.
- (5) Continued the preparation of check lists which will be referred to all components concerned at the appropriate time.

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